

**Office of Telecommunications Management**  
**Toll Free Services Order Form (OTM-32)**

TC Approved: _____	Dept/Agency: _____
AU Number: _____	Office: _____
Location: _____	Due Date: _____
Contact: _____	Telephone Number: _____

1. Please list the types of toll free calls your agency needs to be able to receive (i.e. intraLATA, intrastate, interstate, international):
2. What telephone number should this toll free number be routed to?
3. Should the toll free number have a directory listing? If so, please provide the information for the listing.
4. Should local calls be blocked from completing over the toll free number?

Please fax this form to OTM Customer Service at (225) 342-7757

**Instructions for Toll Free Services Order Form  
(OTM-32)(10/04)**

**TC Approved**    Signature of Telecommunications Coordinator.  
**AU Number**    Accounting Unit to be billed for the service.  
**Office**        Name of the agency receiving the service  
**Location**     Location of service.  
**Due Date**     Date services are requested to begin.  
**Contact**      Person to be contacted for information about the request.  
**Telephone Number**    Contact person's telephone number.

**Please List Types of Toll Free Calls Your Agency Needs to be Able to Receive**    List types of calls the toll free service should receive—intraLATA, intrastate, interstate, international.

**What Telephone Number Should This Toll Free Number Be Routed To**    The ten-digit local telephone number the toll free calls will be routed to.

**Should The Toll Free Number Have A Directory Listing? If So, Please Provide The Information For The Listing.**    If a listing is required, write "yes" and provide the listing information (name, physical address, phone number, and directory name). If no listing is required, write "no."

**Should Local Calls Be Blocked from Completing Over the Toll Free Number?**    Indicate "yes" if local calls should be blocked from completing over the toll free number. Indicate no if the toll free number should receive local calls.

FAX completed from to OTM Customer Service at 225-342-7757.